

# **SUPPLEMENTAL QUALIFICATIONS FORM**

MAINE DEPARTMENT OF TRANSPORTATION  
OFFICE OF HUMAN RESOURCES  
#16 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0016

CANDIDATES NAME:

DATE SENT:

---

CLASSIFICATION TITLE:  
**Transportation Crew Supervisor**

OPTION:

CODE:  
**9909**

---

DATE DUE IN OFFICE OF HUMAN RESOURCES:

EXAMINER'S NAME:

---

I hereby affirm that the information contained in this form is correct to the best of my knowledge and understand that false or misleading statements may result in rejection of my Application for Employment or dismissal from Maine State Service if I am selected.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **INSTRUCTIONS:**

This request for supplemental information is to allow you to directly relate your education and experience to specific job requirements. Please answer the questions on one or more separate sheets and identify the areas to which they relate. This form must be signed and dated in order to be evaluated.

The statements you make will be the basis for evaluating your specific suitability for this particular work and provide the basis for making a numerical evaluation of training and experience. This form, upon submission to the Department of Transportation, becomes part of the evaluation process and is held to be confidential.

Statements made on this form and in your application are subject to verification by the Maine Department of Transportation, Office of Human Resources and their Appointing Authority. This form must be returned to the Maine Department of Transportation, Office of Human Resources at the above address.

# **Transportation Crew Supervisor**

## **SUPPLEMENTAL QUESTIONS**

### **Special Experience Factors**

1. Describe your experience in the following areas:

Planning & Scheduling

Delegating

Supervising

2. Please describe your experience with highway, bridge, traffic, and heavy equipment maintenance & repair issues. (Include your knowledge of changing winter maintenance procedures.)
3. What experience do you have with safety and environmental issues? Please be specific about your experience.
4. What experience do you have with keeping administrative records, developing budgets and reports?
5. Please list the computer programs that you are familiar and experienced with.